

# ROUTING AND RECORD SHEET

SUBJECT (Optional):

ILLEGIB  
STAT

U/DA Plans Staff  
7D18 Hqs

19 Aug 85

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/OC

STAT

2. D/OF

616 Key

3. D/OIS

1205 Ames

4. D/OIT

STAT

2D02 Hqs

5. D/OL

STAT

6. D/OMS

1D4040 Hqs

7. D/OP

STAT

8. D/OS

STAT

9. D/OTE

936 CoFC

10.

11.

12.

13.

14.

15.

In accordance with the attached memo from the Exdir, by 27 August please provide me the name of a designated senior training officer for your office.

Thank you,

## ROUTING AND TRANSMITTAL SLIP

Date

19 AUGUST 1985

85 - 1810/18

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. CHIEF, PLANNING STAFF/DA		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

#1. ACTION

PLS PREPARE A RESPONSE FOR THE DDA'S

SIGNATURE.

SUSPENSE: COB 29 AUGUST 1985

DO NOT use this form as a RECORD of approvals, concurrences, disposals,

STAT

	Room No.—Bldg.
	Phone No.

FORM 41 (Rev. 7-76)

\*U.S.G.P.O.: 1963-421-529/320

Prescribed by GSA  
FPMR (41 CFR) 101-11.306

85- 3187/15

16 August 1985

DD/A Registry  
85-1810/18

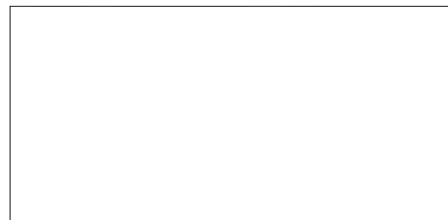
NOTE FOR: Deputy Director for Administration  
Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Director, Office of Legislative Liaison  
Director, Public Affairs Office  
Inspector General  
General Counsel  
Comptroller

FROM: Executive Director

SUBJECT: Designation of a Senior Training Officer at the Office/Division Level

The DDCI has approved the recommendation contained in the recent IG survey of training which calls for designation of a senior training officer at the office level--division level for the DO--throughout the Agency. The IG report notes that in many cases present component training officers in fact have "... little authority over selection of personnel for training, no real sense of the overall training needs of the component and how they mesh with what OTE offers, and no role in providing feedback to OTE." The report argues that each operating office or DO division should designate the Chief, Deputy Chief, or Executive Officer as the senior referent for training to resolve this problem. While there certainly is room for flexibility in just who you select as senior training officers, you should adhere closely to the spirit of the recommendation which is that selectees should have the authority and breadth of knowledge to manage the task properly.

Please let me have your respective lists of senior training officer appointments by 30 August.



STAT

ADMINISTRATIVE INTERNAL USE ONLY

OTE 85-1110

22 August 1985

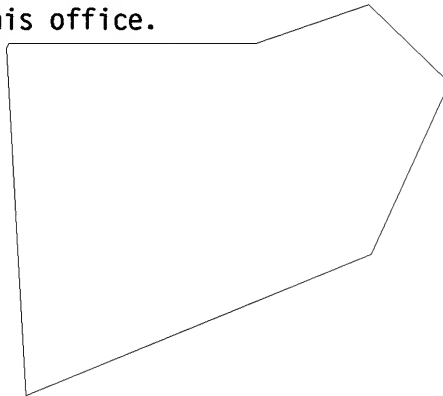
MEMORANDUM FOR: Chief, Planning Staff, DDA

FROM:   
Acting Director of Training and Education

STAT

SUBJECT: Designation of OTE Senior Training Officer

In response to your request of 19 August 1985, please be advised that  Executive Officer designee, OTE, will serve as the Senior Training Officer for this office.



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STAT

23 August 1985

NOTE FOR:

[redacted]  
Chief, DA Plans Staff

STAT

FROM:

[redacted]  
Deputy Director of Information Services

STAT

SUBJECT:

OIS Senior Training Officer

[redacted] Chief, Plans and Management Staff is  
designated as OIS senior training officer.

STAT

STAT

SS-1810/19

27 August 1985

MEMORANDUM FOR: DDA Planning Officer

FROM: Henry P. Mahoney  
Director of Logistics

SUBJECT: Designation of a Senior Training Officer  
at the Office/Division Level

In response to your request, [ ] Deputy Director of Logistics, is hereby designated as the Senior Training Officer. [ ] Vice Chairman of the Training and Awards Panel, is also designated to represent the Office of Logistics in training matters. [ ] is Deputy Chief, Supply Division.

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[ ]

Henry P. Mahoney

STAT

OL 3178-85

ADMINISTRATIVE - INTERNAL USE ONLY

CONFIDENTIAL

85-1810/20

OC-0813-85

29 AUG 1985

MEMORANDUM FOR: Chief, Planning Staff, DA

FROM:

[REDACTED]

25X1

Director of Communications

SUBJECT:

Designation of a Senior Training Officer

[REDACTED]

25X1

REFERENCE:

ER 85-3187/15 dated 16 August 1985

In accordance with referenced request, I have designated

[REDACTED]

Deputy Director, Office of Communications

25X1

(OC), to be our Senior Training Officer.

[REDACTED]

is a senior

25X1

OC careerist with the breadth of knowledge and authority required

to handle the task.

[REDACTED]

[REDACTED]

25X1

25X1

CONFIDENTIAL

25X1

Sanitized Copy Approved for Release 2010/10/19 : CIA-RDP88G00186R000300310025-2

**FYI**

**ADDA** \_\_\_\_\_ 20 AUG  
1985  
**DDA** \_\_\_\_\_

**(DDA Registry for File)**

Sanitized Copy Approved for Release 2010/10/19 : CIA-RDP88G00186R000300310025-2



18-1

## ROUTING AND TRANSMITTAL SLIP

Date

19 AUGUST 1985 ✓

TO: (Name, office symbol, room number,  
building, Agency/Post)

Initials

Date

1. CHIEF, PLANNING STAFF/DA

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

#1. ACTION

PLS PREPARE A RESPONSE FOR THE DDA'S

SIGNATURE.

SUSPENSE: COB 29 AUGUST 1985

DO NOT use this form as a RECORD of approvals, concurrences, disposals,

FR

Room No.—Bldg.

Phone No.

5041-102

\*USGPO: 1983-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

STAT

**ADMINISTRATIVE INTERNAL USE ONLY**

Executive Registry

85- 3187/15

16 August 1985

DD/A Registry

85-1810/18

NOTE FOR: Deputy Director for Administration  
Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Director, Office of Legislative Liaison  
Director, Public Affairs Office  
Inspector General  
General Counsel  
Comptroller

FROM: Executive Director

SUBJECT: Designation of a Senior Training Officer at the Office/Division  
Level

The DDCI has approved the recommendation contained in the recent IG survey of training which calls for designation of a senior training officer at the office level--division level for the DO--throughout the Agency. The IG report notes that in many cases present component training officers in fact have ". . . little authority over selection of personnel for training, no real sense of the overall training needs of the component and how they mesh with what OTE offers, and no role in providing feedback to OTE." The report argues that each operating office or DO division should designate the Chief, Deputy Chief, or Executive Officer as the senior referent for training to resolve this problem. While there certainly is room for flexibility in just who you select as senior training officers, you should adhere closely to the spirit of the recommendation which is that selectees should have the authority and breadth of knowledge to manage the task properly.

Please let me have your respective lists of senior training officer appointments by 30 August.

STAT

**ADMINISTRATIVE INTERNAL USE ONLY**

85-2505

AUG 27 1985

MEMORANDUM FOR: Chief, Planning Staff/DDA

FROM: Robert W. Magee  
Director of Personnel

SUBJECT: Designation of a Senior Training Officer at the  
Office/Division Level

REFERENCE: Your Note to Multiple addressees, dtd. 19 August 1985,  
Same Subject

In response to reference, I have designated [redacted] as the  
senior training officer for the Office of Personnel.

STAT

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[redacted]  
Robert W. Magee